

**School Emergency Drills  
Documentation Form**

Type of Drill:

☒ Fire Drill (5 required)(3 by 12/1)  
☐ Tornado Drill (2 required)( 1 in March)  
☐ Shelter in Place (1 required)  
☐ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)  
☐ Cardiac Drill (1 required)

Time of Drill:

☒ Standard  
☐ Class Change  
☐ Recess  
☐ Lunch

Name of Reporting School:

RVA

Date of Drill:

1025

Time Drill was held:

930

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

1min 14sec

Total Participants:

54

Remarks:

This report is for Emergency Drill

Fire#

3

out of 5 for school year 2019/2020

Tornado#

out of 2 for school year 20\_\_\_/20\_\_\_

Shelter IP#

out of 1 for school year 20\_\_\_/20\_\_\_

Lockdown#

out of 2 for school year 20\_\_\_/20\_\_\_

Cardiac#

out of 1 for school year 20\_\_\_/20\_\_\_

Name of person conducting drill:

Sarah Kerrish

Title of person conducting drill:

Secretary

Signature of person conducting drill:

Sarah Kerrish

Fire (fire chief or designee) present

Name and Title:

Off. Brandon Boelema #35

MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL  
FAX NUMBER 866-7112